

Job Opportunities in Burrell School District Spring 2021

Business Office Secretary

Full-time year-round position with anticipated start date August 2, 2021; Annual salary approximately \$37,000; Benefits available;

Responsibilities include (but not limited to):

Secretarial support for business office; formal board meeting documents and minutes; board policy updates as directed; district postage preparation; daily bank deposits at local bank; file/document maintenance; spreadsheet preparation; and other duties as assigned.

Must be highly self-motivated, professional, and pleasant team member. Requires excellent secretarial skills and attention to detail as well as strong organizational, planning, and time management skills. Must be able to manage multiple deadlines and various responsibilities. Must be self-starter; position tasks not directed by supervisor on regular basis. Confidentiality important. Must have ability to seek and use resources to learn multiple platforms for reporting/updating. Experience using Google Workspace (drive, sheets, docs, forms and email) important as well as experience working with Microsoft Excel and Word.

Part-Time Building Secretary – Bon Air

206 Days – 5 hours per day.

Responsibilities include (but not limited to):
Building support, clerical support, library, etc.

Clearances required for these positions are: Act 34 – Pa. Criminal Background; Act 151 - Child Abuse; Act 114 - Federal Criminal background, and Act 126 – Mandated Reporter Training (PT Building Secretary position).

Interested candidates must send cover letter, resume, clearances to Michael Discello, Personnel Specialist, at michael.discello@burrell.k12.pa.us or 1021 Puckety Church Road, Lower Burrell, PA 15068.
Applications will be accepted until May 10, 2021.

Burrell School District is accepting applications for **IMMEDIATE OPENINGS** for the following positions for the **2020-2021 school year**. Interested candidates must send cover letter, resume, clearances to Michael Discello, Personnel Specialist, at michael.discello@burrell.k12.pa.us or 1021 Puckety Church Road, Lower Burrell, PA 15068. Applications will be accepted until positions are filled.

Long-Term Substitutes

- Special Education
- Math
- Guidance
- ELA

Burrell School District is seeking candidates for the following **full-time positions for the 2021-2022 school year.**

Secondary Science (2 open positions)

Physics, Chemistry, Biology - dual certification preferred

Special Education - dual certification with a content preferred

Special Education/Math

Candidates for the above positions should have:

- Passion for collaborating with and learning from others in a professional learning community setting
- Ability to analyze data to determine appropriate intervention and extension opportunities for students
- Google certification

Interested candidates must send cover letter, resume, clearances to Michael Discello, Personnel Specialist, at michael.discello@burrell.k12.pa.us or 1021 Puckety Church Road, Lower Burrell, PA 15068. **Applications will be accepted until May 7, 2021.**

Volleyball – Head Girls

Basketball – Head Girls

Interested candidates must send cover letter, resume, clearances to Drake D’Angelo, Athletic Director at drake.dangelo@burrell.k12.pa.us or 1021 Puckety Church Road, Lower Burrell, PA 15068. **Applications will be accepted until position is filled.**

Band Auxiliary – Colorguard/Dance Line

Interested candidates must send cover letter, resume, clearances to Michael Discello, Personnel Specialist at michael.discello@burrell.k12.pa.us or 1021 Puckety Church Road, Lower Burrell, PA 15068. **Applications will be accepted until position is filled.**

Custodial, Nurse, Cafeteria and Recess Aide Substitutes

Please contact Michael Discello, michael.discello@burrell.k12.pa.us for required application and materials information.

Teaching Substitutes (all areas)

*If you have a **4-year bachelor's degree** in an area other than education and you would like to become a **teaching substitute**, please contact us for training and requirements. Interested candidates must send cover letter, resume, clearances to Michael Discello, Personnel Specialist, at michael.discello@burrell.k12.pa.us or 1021 Puckety Church Road, Lower Burrell, PA 15068.

The Burrell School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin/ethnicity, gender, disability, sexual orientation, religion, age, or sex in its activities, programs or employment practices as required by Title VI, Title IX, Section 504 and ADA.

For information regarding civil rights, grievance procedures, services, activities and facilities that are accessible to and usable by persons with disabilities, contact Dr. Gregory Egnor, Compliance Coordinator, 1021 Puckety Church Road, Lower Burrell, PA 15068 (724-334-1406).